



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORICAL SOCIETY

MAY 22 2013

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

6-12-13

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Southwestern Ohio Council of Governments

(Local government entity)

(Unit)

Sharon Woodrow
(Signature of responsible official)

Sharon Woodrow
(Name)

Superintendent
(Title)

4/30/2013
(Date)

Section B: Records Commission

Clermont County Records Commission
Records Commission

(513) 735-8660
(Telephone number)

289 East Main Street
(Address)

Batavia
(City)

45103
(Zip code)

Clermont
(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Edwin R. Humphrey
Records Commission Chair Signature

5/14/13
Date

Section C: Ohio Historical Society - State Archives

Li Latt
Signature

Electronic Records Assistant
Title

05/30/2013
Date

Section D: Auditor of State

Martin E. Mohr
Signature

6-11-13
Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form

Schedule of Records Retention and Disposition Continuation Sheet

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: Records Retention Schedule

Southwestern Ohio Council of Governments

(Local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
COG01	Accounts Receivable	4 Fiscal years after payment provided audited	Paper/Electronic		<input type="checkbox"/>
COG02	Accounts Payable	4 Fiscal years after payment provided audited	Paper/Electronic		<input type="checkbox"/>
COG03	Audit Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
COG04	Bank Statements	8 years	Paper/Electronic		<input type="checkbox"/>
COG05	Budgets	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
COG06	Cash Books	10 years after audit	Paper/Electronic		<input type="checkbox"/>
COG07	Contracts	15 years after completion	Paper/Electronic		<input type="checkbox"/>
COG08	Cost Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
COG09	Insurance Policies	2 years after expiration or when all claims are settled	Paper/Electronic		<input type="checkbox"/>
COG10	Correspondence - Executive	4 years	Paper/Electronic		<input type="checkbox"/>
COG11	Correspondence - Administrative	2 years	Paper/Electronic		<input type="checkbox"/>
COG12	Correspondence - Routine (standard forms)	1 year	Paper/Electronic		<input type="checkbox"/>
COG13	General Ledger	5 years	Paper/Electronic		<input type="checkbox"/>
COG14	Minutes - Board Meetings	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
COG15	Vouchers	5 years	Paper/Electronic		<input type="checkbox"/>

*NOTE: The Southwestern Ohio Council of Governments determined that Clermont County Developmental Disabilities would manage the Records Retention Schedule for the Council of Governments. The records retention schedule reflects the current policy of Clermont County Developmental Disabilities and the Clermont County Auditor.

*Media Type - Electronic Record is any combination of text, graphics, data, audio, pictorial, or other information representative in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.